

APPENDIX K. FINAL PLAT CHECKLIST

Name of Preliminary Plat _____

Location _____

Date of Completion by Subdivider _____

Date of Review by Planner _____

Date of Review by Clerk and Recorder _____

Date of Review by Examining Land Surveyor (if existing) _____

Items and Information	Subdivider Checklist		County Checklist	
	Included	Not Applicable	Included, Complete	Not Complete
Final Plat Application Form.				
Final Plat Review Fee.				
Final Plat (or Plan) , submitted in accordance with the Uniform Standards for Final Subdivision Plats issued by the Montana Department of Labor & Industry (See Appendix Y. for Standards in effect as of 2006).				
The Final Plat (or Plan) shall be <u>accompanied by two blueline copies</u> . A <u>digital copy</u> on 3 ½" floppy disk (or CD) is also encouraged to be submitted. The face of the Final Plat (or Plan) shall also include:				
a. Vicinity map.				
b. Approved land uses (e.g., agricultural, residential, commercial, industrial, or mixed use).				
c. When required by the conditions of subdivision approval: 1. Water bodies. 2. Floodplain. 3. Construction setback from any river or stream. 4. Building envelopes. 5. No-build areas. 6. Ground elevations.				

Items and Information	Subdivider Checklist		County Checklist	
	Included	Not Applicable	Included, Complete	Not Complete
d. Other project-specific information required as a condition of subdivision approval.				
e. Certification that the county will not be required to improve or maintain any proposed or newly constructed non-county road within or providing access to the subdivision.				
Final Plat (or Plan) supplements listed in the Uniform Standards shall be Original documents in the following cases:				
a. Certificate of a title abstractor (title company).				
b. Covenants (plat approval covenants and/or owners association covenants) or deed restrictions relating to the subdivision.				
c. Certificate from the Montana Dept. of Environmental Quality.				
d. Subdivider's certificate indicating which public improvements have been installed.				
e. Subdivision improvements agreement and letter of credit or escrow agreement.				
The Final Plat (or Plan) submittal packet shall also include, as applicable:				
a. Letter of preliminary plat approval.				
b. Written consent of any conservation easement holder.				
c. Copy of any easement or document confirming legal access to the subdivision.				
d. Copy of any pertinent utility or ditch easements.				
e. Original articles of incorporation and bylaws for any property owners association being created at the time of final plat approval.				
f. Original certification by County sanitarian that plans and specifications for sanitary facilities (sewer, water, stormwater, and solid waste) have been approved, in accordance with Appendix O.				
g. Copy of county road encroachment permit(s) (See Appendix X). Original is required, if permit has not yet been recorded with the clerk and recorder.				

Items and Information	Subdivider Checklist		County Checklist	
	Included	Not Applicable	Included, Complete	Not Complete
h. Indication that lot addresses have been assigned in accordance with county rural addressing system.				
i. Original Right-to-Farm and Emergency Services Declarations (Appendix R).				
j. Copy of any pertinent water-related permits (e.g., floodplain development permit from county, stormwater discharge permit from DEQ, 404 permit from U.S. Army Corps of Engineers, and/or 310 permit from local conservation district).				
k. Copy of approval of noxious weed management plan (See Appendix Q).				

Subdivider Explanatory Comments: _____

County Review Comments: _____
